

EMPLOYMENT NOTIFICATION No.21/2025
Andhra Pradesh Capital Region Development Authority, Vijayawada
Lenin Center, Governorpet, Vijayawada – 520 002
Phone: 0866-2527110, Email:recruitment@apcrda.org

Rc.No. MAU61-OPCS0CNTE(APPT)/25/2025-HR, Dt.23.09.2025.

Notification is hereby issued for filling up the following post in the Information Systems division of APCRDA, Vijayawada on contract basis. Online application is available in the website <https://crda.ap.gov.in> in careers tab and can be submitted from dt. 24.09.2025 to dt.30.09.2025. The details are as follows;

S.No	Name of the Position	No. of Posts	Prescribed Educational Qualifications & Experience	Experience in relevant field in years	Role / Tasks to be performed
1	Team Leader-Application Support	01	Graduate Study in Engineering in any discipline (or) Computer Applications with Eight (08) years of experience in execution, operation and maintenance of projects involving IT applications. Preference will be given to the applicants who have worked for at least 5 years in any central / state government institutions / PSU's / development authority bodies on regular / contract / outsourcing basis.	08	For details visit AP CRDA website
2	Senior ICT Consultant-Application Support	01	Graduate Study in Engineering in any discipline (or) Computer Applications with Ten (10) years of experience in application support, MIS reporting, data analysis, and business consulting services. Preference will be given to the applicants who have worked for at least 5 years in any central / state government institutions / PSU's / development authority bodies on regular / contract / outsourcing basis.	10	For details visit AP CRDA website
3	ICT Executive-Construction Management Application Support	01	Graduate Study in Engineering in any discipline (or) Computer Applications with two (02) years of experience in execution, operation and maintenance of projects involving construction management. Preference will be given to the applicants who have worked for at least 2 years in any central / state government institutions / PSU's / development authority bodies on	02	For details visit AP CRDA website

			regular / contract / outsourcing basis.		
4	MIS Operator	02	Graduate Study in Engineering in any discipline (or) Computer Applications with three (03) years of experience in managing and maintaining organization's MIS, which involves collecting, analyzing, and reporting data to support business functions. Preference will be given to the applicants who have worked for at least 2 years in any central / state government institutions / PSU's / development authority bodies on regular / contract / outsourcing basis.	03	For details visit AP CRDA website

- The Applicant should have outstanding and clean professional track record for the experience shown as part of this notification.
- The Applicant should have expertise in customer / vendor / intra and inter department communication & co-ordination ensuring smooth flow & quality of services.
- The Applicant should be ready and responsible to take up any other work as assigned from time to time.

Place of Work : APCRDA, Vijayawada, Amaravati.

Requirement: Immediate.

Salary: A fixed consolidated pay will be offered commensurate with experience. Salary is negotiable for the right candidate.

Period: One Year

Other Information: Apply through APCRDA website <https://crda.ap.gov.in> only as applications received through any other source /mode will not be processed.

Posts are subject to vary based on the need of the project and APCRDA reserves the right to fill or not fill the notified posts or to alter /modify/cancel the entire notification.

For further details, please visit APCRDA website <https://crda.ap.gov.in>.

Sd/-Commissioner,
APCRDA, Vijayawada.

Job Description for recruitment of various posts on contract basis in APCRDA Vijayawada.

S. No	Name of the Position	Educational Qualification & Experience:	Role/Tasks to be performed
1.	Team Leader (Application Support)	Graduate Study in Engineering in any discipline (or) Computer Applications with Eight (08) years of experience in design, execution, operation and maintenance of projects involving IT applications.	<p>Will be involved in successful design, development, testing, integration, execution, co-ordination and maintenance of the IT applications comprising of below allied services:</p> <ul style="list-style-type: none">◦ Stages of Software Development Life Cycle (SDLC)◦ Awareness on Coding Platform: C#.Net, Frontend Framework: HTML, ASP.Net, Angular JS, Database: Microsoft SQL Database◦ Raising Requests for Domain & Sub-Domain Services with FQDN Mapping◦ Purchase of SSL Certificates◦ Public & Private Hosting of IT Applications◦ Assessment of Operating System, Software & Backend Infra for DEV / INT / PROD Environment (vCPU, vMEMORY, vHDD {OS + Storage}) etc.◦ Preparation of Site Maps◦ Integration of E-Mail & SMS Services, PKI Components / Digital Key Authentications, Third-Party Software Licenses for Backend Servers Hosting IT Applications◦ Generation of MIS Reports as per Organization Requirements◦ Maintaining Security Standards for Websites as per ITE&C-GOAP Norms◦ Conduct of frequent Pre & Post Audits such as Security / Functionality etc. for Websites◦ Protection, Further Integration & Usage of Source Code & Database◦ Datacenter Shared Services such as Backup Softwares & Methodology, RPO (Recovery Point Objective) & RTO (Recovery Time Objective) etc.
2.	Senior ICT Consultant – Application Support	Graduate Study in Engineering in any discipline (or) Computer Applications with Ten (10) years of experience application support, MIS reporting, data analysis, and business consulting services.	<ul style="list-style-type: none">◦ Application Support & Management: Provide end-to-end application support including installation, configuration, maintenance, and troubleshooting of enterprise applications. Monitor application performance, resolve technical issues, manage application upgrades and patches, and ensure optimal system functionality and user experience.◦ MIS Reporting & Data Analysis:

			<p>Design, develop, and maintain Management Information System (MIS) reports for various departments and stakeholders. Analyze business data, generate insights, create dashboards, and provide data-driven recommendations to support decision-making processes.</p> <ul style="list-style-type: none">◦ Business Intelligence & Analytics: Extract, transform, and analyze data from various applications and databases. Create comprehensive reports, perform trend analysis, and develop key performance indicators (KPIs) to monitor organizational performance and project progress.◦ Stakeholder Communication & Coordination: Serve as the primary point of contact for application-related queries and reporting requirements. Coordinate with different departments, external agencies, and vendors to gather requirements, provide technical solutions, and ensure effective communication flow.◦ User Support & Training: Provide technical support to end-users, conduct training sessions on applications and reporting systems, create user documentation and guidelines, and assist users in data interpretation and report utilization.◦ Documentation & Compliance: Maintain comprehensive documentation of applications, processes, and reporting procedures. Ensure compliance with data governance policies, security standards, and regulatory requirements. Prepare technical reports and recommendations for management.◦ Responsible for ensuring high availability, accuracy, and performance of various applications and MIS systems as part of the capital city project.
3.	ICT Executive (Construction Management Application Support)	Graduate Study in Engineering in any discipline (or) Computer Applications with two (02) years of experience in execution, operation and maintenance of projects	<p>Will be involved in successful execution, coordination and maintenance of construction management projects comprising of below allied services:</p> <ul style="list-style-type: none">◦ Project planning and management through ICT

		involving construction management.	<p>applications (Project Scheduling / Planning, Management & Performance Assessment, Risk Management, Project Costing, Legal & Contractual Management, OSHM, Infrastructure System Analysis etc.) with Hands-on experience in AutoCAD, Oracle Primavera P6, MS Office, and MS Projects and their integration with ICT applications</p> <ul style="list-style-type: none">◦ Generation of Construction Management KPI related MIS Reports as per Organization Requirements◦ Strong understanding and co-ordination skills in handling the existing ICT applications of APCRDA w.r.to construction management on daily basis on various parameters viz., input, collection and tracking of Primavera P6 schedules, AutoCAD drawings / designs, generation of BIM / Navis, Integrating with P6 / WBS, RFI's, works module comprising of AS, TS, WO, Agreements, e-Measurements, e-Billing etc., Planned Vs Actual progress through dashboards & BIM, GIS integration, digital twin integration, unified dashboards etc.◦ Analyse business requirements and provide technical support to recommend appropriate construction management solutions. Evaluate existing systems, identify improvement opportunities, and develop implementation strategies for new ideas / KPIs to enhance organizational efficiency.
4.	MIS Operator	Graduate Study in Engineering in any discipline (or) Computer Applications with three (03) years of experience in managing and maintaining organization's MIS, which involves collecting, analyzing, and reporting data to support business functions.	<p>Will be involved in</p> <ul style="list-style-type: none">◦ System Management: Manage and maintain the company's Management Information System (MIS) and related hardware/software.◦ Data Management: Ensure the accuracy, integrity, and security of data within the MIS.◦ Data Analysis: Analyze data to identify trends, uncover patterns, and provide actionable insights for decision-making.◦ Report Generation: Create and distribute regular, ad-hoc, and custom reports and dashboards for various departments.◦ Technical Support: Provide technical support and training to staff on using MIS tools and systems.◦ Collaboration: Work with different departments to understand their data needs and develop tailored solutions.

			<ul style="list-style-type: none">◦ Troubleshooting: Diagnose and resolve issues related to the MIS and reporting functions.◦ Documentation: Develop and maintain system procedures, processes, and documentation.◦ Creation Of Department Heads, File Codes, Subjects in eOffice◦ Organogram Charts Preparation, Digital Key Handlings◦ Proficiency in handling MS Office, Co-ordination & Testing of Applications for safe launch◦ E-Mail Administration◦ Employee Details Administration.
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K KANNA BABU, I.A.S,
Commissioner,
APCRDA, Vijayawada.